

LEGISLATIVE EDUCATION STUDY COMMITTEE DEPUTY DIRECTOR JOB DESCRIPTION

Job Title: Deputy Director

Reports to: Director

Open Until Filled

Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: Alonzo Baca, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or via e-mail to: Alonzo.Baca@nmlegis.gov

General Description: LESC is seeking a Deputy Director to oversee policy analysis, assist in coordination of agency, including analysts and staff. The candidate must have knowledge of the legislative process and experience in state government policy. Requires superior writing, research, communication, and editing skills; staff management and mentoring skills; and experience with education, accountability, financial, statistical and economic data. Knowledge of public schools, public school finance, and colleges of education preferred. This is an at-will, nonpartisan position. Job requires in-state and overnight travel with some out-of-state travel opportunities.

Duties and Responsibilities:

- Supervise and mentor LESC employees;
- Prepare and coordinate the development and approval of the Committee's interim work plan, track progress throughout the interim;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Direct and provide guidance to analysts on briefs, memorandums, and other documents for committee meetings;
- Direct preparation of annual report and post-session report;
- Assist in planning, preparation, and participation of LESC meetings, including compilation of committee records;
- Attend LESC and other legislative committee meetings, and meetings with the executive, government officials, and other stakeholders;
- Collaborate with executive agencies, school districts, schools, teacher preparation programs, and other stakeholders;
- Direct the analysis of education and fiscal policy decisions and legislation;
- Monitor and coordinate assistance for education committees during the legislative session; responsible for LESC bill analysis process;
- Interpret federal, state, and local laws, regulations, policies, and procedures;
- Update internal policy and procedure manuals;
- Serve as LESC's Chief Financial Officer;
- LESC alternate on Public School Capital Outlay Council;
- Respond to and coordinate legislative requests as assigned; and
- Perform other duties as assigned by the Director.

Desired Qualifications: Successful candidate should have a master's degree or higher in education, public policy, political science, business, finance, economics, or a related field of study plus 10 years of relevant professional experience in budget/education policy analysis, personnel administration, economics, statistics, state agency management analysis or supervision, preferred candidate will have a minimum of 5 years' experience in a nonpartisan environment.

Knowledge of the state education system, education policy and education finance, principles and practices of fiscal management, and state and federal laws governing education desired. Candidate should be able to analyze and interpret education data, conduct research, and evaluate education programs. Should have strong problem solving and analytical skills and be able to formulate policy recommendations. Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, initiate and manage projects independently, and balance multiple projects at once. Must possess excellent oral communication skills, superior writing and editing skills, and strong interpersonal skills, including the ability to work well on a team. Must be able to establish and maintain effective working relationships with legislators, associates, and the public. Must handle confidential matters in a trustworthy manner.